



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-0032	Opens: 03/12/24
Position Title: Executive Director of Health and Human Services	Closes: OUF
Salary Rate: Negotiable/Exempt	Duty Location: Anadarko, OK 73005

JOB SUMMARY

This position falls under the Kiowa Health and Human Services of the Executive Branch of the Kiowa Tribe of Oklahoma. The operational hours are Monday through Friday from 8:00 am to 4:30 pm or as needed to manage the Kiowa Health and Human Services programs and to better serve the tribal citizens. The purpose of this position is to provide executive leadership, administrative management and operational development of the Kiowa Health and Human Services. This position is responsible for administering the governmental affairs of the tribe including implementation of policies, procedures, strategies, legislation, and regulations enacted by the Kiowa Tribe. This position will oversee the management and coordination of the Kiowa Health and Human Services activities including, but not limited to tribal and program budgets, cooperative agreements of funding agencies, appropriate staff training and development and foster new financial and grant opportunities for overall growth. The Kiowa Health and Human Services current programs including Social Services (SS), Indian Child Welfare Act (ICWA), Senior Services, Behavioral Health, Veterans Services, Community Health Representative (CHR), Prevention Network, Food Distribution, Kiowa Alcohol and Drug Abuse and Tribal Opioid Response (KADAP/TOR), Re-Entry, Burial Assistance, Victims of Crime Act (VOCA), Kiowa Emergency Youth Services (KEYS), Health Services, clinics, hospitals, and other Health programs assigned to the Kiowa Health and Human Services.

Reports To: Chairman

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor's Degree in Health and Social Services related fields required. Master's Degree preferred.

- Provides leadership to the Kiowa Health and Human Services functions. Sets an ethical example for the employees and ensures all policies and procedures, rules and regulations, Kiowa Tribe directives are followed by employees, program directors, tribal, and visitors.
- Directs other leaders and sets priorities for area. Makes decisions which impacts Kiowa Health and Human Services and recommends policy and procedures changes if needed.
- Administers the day-to-day activities and operations in accordance with applicable policies, rules and regulations, planning, and organizing, directing, coordination, and executing the tribe's functions of fiscal management and grant management.
- Develops funding sources for programs and services.
- Provides oversight to the Kiowa Health and Human Services to accounting and ensures compliance with all relevant regulations and requirements of any federal, state, tribal, regulatory agencies or professional standards organizations.
- Develops and maintains systems of internal controls to safeguard all assets of the tribe.
- Stays current with any new health and human services changes that will affect the Kiowa Health and Human Services programs, and reporting requirements.
- Establishes, oversees, maintains, coordinates, and ensures reports and information are provided to the Chairman and communicates effectively of Kiowa Health and Human Services daily business operation and development plans.
- Lead productivity within the Kiowa Health and Human Services.
- Optimizes and projects forecasts of revenue against plans and makes recommendations to executive leadership.
- Serves as liaison for the Chairman between staff, vendors, contractors, and the public unless otherwise directed by the Chairman.
- Other job responsibilities as required or assigned.

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must have previous professional experience in administration of health & human services programs.
- Must have excellent communication skills both verbally, and written.
- Must excellent leadership skills.
- Must be flexible and adaptable of changing work environment related to management and responsibility of a tribal administration.
- Ability to courteous, tactful, and cooperative throughout the workday.
- Ability to maintain confidentiality with regard to all phases of the job responsibilities.
- Ability to manage the stress of having overall responsibility for the operations of the Kiowa Health and Human Services of its program services.
- Must be able to travel and attend meetings/training as needed.
- Adhere to all professional and ethical behavior standards of the Kiowa Tribe, must be compliant with personnel policies.
- Interact in as honest, trustworthy, and dependable manner with staff and client tribal citizens.
- Work independently, and as a team member; consistently demonstrating professionalism, courtesy, efficiency, excellent internal customer services, high ethical standards, and behavior that contribute to positive relationships.
- Knowledge of PL 93-638 contracts, tribal self-governance, Indian Health Services, and other social services programs.
- Knowledge of tribal clinics, and hospital operations.
- Knowledge of social services programs, and finding opportunities.
- Knowledge of drug and alcohol treatment programs and services.
- Knowledge of community health services opportunities.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.